

SUBPART B - ANNUAL LEAVE

WV415.15(b)

WV415.10 Administration

(b)(1) The supervisor may approve up to 80 hours of accrued annual leave for employees under their supervision. It shall be the responsibility of the supervisor to determine when to require the use of SF-71, Application for Leave. It must be remembered that annual leave is a benefit of the employee granted by law. However, a supervisor may refuse to grant annual leave for a particular period for justifiable reasons.

(b)(2) The State Conservationist will approve/deny accrued annual leave requests of more than 80-hour increments for all employees. Form SF-71, Application for Leave, will be used to request 80+ hours of accrued annual leave. Requests will be forwarded to the State Conservationist through proper supervisory channels with recommendations at each level.

(c) Area Conservationists will notify the State Conservationist in advance when they plan to take annual leave for more than five consecutive work days. Notification should include the name of the acting Area Conservationist for the period of planned absence.

WV415.12 Earning rates

(c) Leave accrual for partial pay periods. Employees do not earn leave for periods of less than a full bi-weekly pay period where the employee enters or leaves the Service during a bi-weekly pay period.

In order to earn leave for the last pay period of employment, an employee must be on duty the last day and not on annual leave. This includes completing a regular tour of duty in the pay period, i.e., 80 hours.

WV415.14 Charging annual leave

An employee may elect to charge a period of sick leave to annual leave if he/she so desires. However, once a period of sickness has been charged to annual leave by the employee it may not be retroactively charged to sick leave.

WV415.15 Advancing annual leave

(a) Annual leave may not be advanced when it is known (or reasonably expected) that the employee will not return to duty, such as when the employee has applied for disability retirement, after an employee has received a notice of separation, of furlough, or has submitted a resignation.

WV415-7(1)

PART 415 - LEAVE

WV415.15(b)

(b) The State Conservationist will approve/deny all advanced annual leave. Requests will be forwarded to the State Conservationist on Form SF-71 through normal supervisory channels with recommendations at each level.

WV415-7(2)

(360-CM, Amend. WV-31, Feb. 1986)